



# Manufactured Home Information Sheet & Checklist

## General Information

This checklist is intended to guide you through the process of obtaining a permit for the placement of a manufactured home. Placement of a manufactured home in the City of Big Spring must conform to all adopted city, state, and federal codes.

## Definitions

**Manufactured home:** A dwelling unit made on or after June 15, 1976, in an off-site manufacturing facility for installation or assembly at the building site, bearing a seal certifying that it is built in compliance with the federal Manufactured Housing Construction and Safety Standards Code.

**Mobile home:** A dwelling unit made prior to June 15, 1976 with the primary purposes of dwelling occupancy and equipped as to be transportable as constructed. **Mobile homes are not eligible to be placed in the city of Big Spring.**

**Modular home:** A sectional, prefabricated house that consist of multiple modules or sections built in a factory and then delivered to their intended site of use and which are not equipped with their own running gear. These homes must be placed on a permanent, approved foundation. **Modular homes must be built to IBC 2012 standards and require review by the Building Official.**

## Application Checklist

### A permit must be obtained before moving a manufactured home into the City of Big Spring.

If a manufactured home is placed without first obtaining a permit, possible consequences of such action could include penalty fees assessed by the City Code Enforcement Office, and removal of the manufactured home from the City at the owner's expense.

- Verify that your lot is eligible for the placement of a Manufactured Home. Refer to the **Lot Eligibility** Section of this checklist for additional information.
- Submit a **Permit Application**, including all of the following:
  - Completed information on the permit application, including the estimated cost of the home.
  - Site Plan, indicating the lot size, home size, setbacks from each property line, and utility locations.
  - Plumbing Contractor
  - Electrical Contractor
  - ⚠ Each sub-contractor must obtain a permit once the manufactured home permit has been issued.**
  - ⚠ Each sub-contractor must be registered with the City of Big Spring Permits Department and provide a copy of applicable licenses and insurance at the time of registration.**
- Submit a **Certificate/Title/HUD Certification Label** confirming that the home was built to HUD/IBC 2012 standards.
- Submit a **Water/Wastewater Service Application**, if water and sewer taps are needed.

**Incomplete applications will not be processed.**

Once the application has been reviewed and approved by the Building Official, you will be notified that the permit is ready for issuance. All applicable fees must be paid in order to have the permit issued.

## Lot Eligibility

### Zoning District

There are two zoning districts in Big Spring which allow for the placement of Manufactured homes: **Single Family Dwelling District (SF-3)** and **General Residential (GR)**. To verify your property's zoning district, please contact the Planning Department at (432)-264-2319.

### Flood Plain

Any properties in the flood plain must have a FEMA Flood Plain Elevation Certificate prepared and submitted prior to placing a structure on the lot. To verify if your property is in the flood plain, please contact the Permits Department at (432)-264-2504.

### Plat

A manufactured home can only be set on a single lot or property. If your property is comprised of multiple lots that have never been platted and you would like to set the manufactured home across more than a single lot, a Replat of the properties may be necessary. For more information regarding the Replat process, please contact the Planning Department at (432)-264-2319.

### HUD/IBC 2012 Building Code

A manufactured home must comply with HUD (Manufactured Home Construction and Safety Standards)/IBC 2012 Building Standards to be installed in the City of Big Spring. If the manufactured home was built before June 15, 1976, it will not comply with HUD Standards and cannot be moved into the city. Proof of HUD/IBC 2012 Building Code compliance **must be** provided with the permit application.

### Lot Coverage

Lot coverage refers to the percentage of the maximum total area of a lot that can be occupied by a structure(s). In **Single Family Dwelling District (SF-3)** the maximum lot coverage is 35 percent. In **General Residential (GR)** the maximum lot coverage is 45 percent.

### Address

In order to occupy the property and for the setup of utilities, a 911 emergency address, which may also serve as the mailing address, must be assigned by the Building Official. If an address is not currently assigned to the property, please contact the Permits Department at (432)-264-2504.

### Utilities (Sewer, Water, Gas, Electrical)

- **Sewer/Water Taps:** If the lot has never had/does not have access to water and sewer, then new taps need to be purchased through the Permits Department.
- **Sewer/Water/Gas Lines:** Permits are also required to install water, sewer, and/or gas lines leading to the taps. All lines must be installed by a master plumber.
- **Electrical:** A permit is required to install an electrical service on the property. The meter base must be installed by a master electrician.

## Required Inspections

The following is a list of inspections that may be required before/during/after the installation of the home. This list is in no way comprehensive and additional inspections may be required.

- |                         |   |
|-------------------------|---|
| • Underground           | • Plumbing Rough-Ins and Final              |
| • Foundation            | • Mechanical (HVAC)                         |
| • Electrical connection | • Final Inspection/Certificate of Occupancy |
| • Anchors               |   |